



## Overview

Spokane Regional Health District (SRHD) inspects all public, private and parochial K-12 schools within Spokane County. These inspections verify compliance with state health and safety regulations and guidelines (Chapter 246-366 WAC). SRHD's inspection program includes risk-based inspections conducted by health district staff, in addition to re-inspections and comprehensive self-inspections conducted by school representatives.

This self-inspection program was created in the late 1990's through collaboration with the health district's School Advisory Committee. The program has developed better communication and consistency between the health district and schools, given schools more program ownership with the ability to control costs, and has ultimately created safer, healthier schools. Schools/school districts sign a participation agreement, send a representative to annual training, and complete/submit their inspections within prescribed timelines. The instructions for participation are outlined below, followed by frequently asked questions.

## Pre-inspection Preparation

The self-inspection program is structured on a three-year rotation:

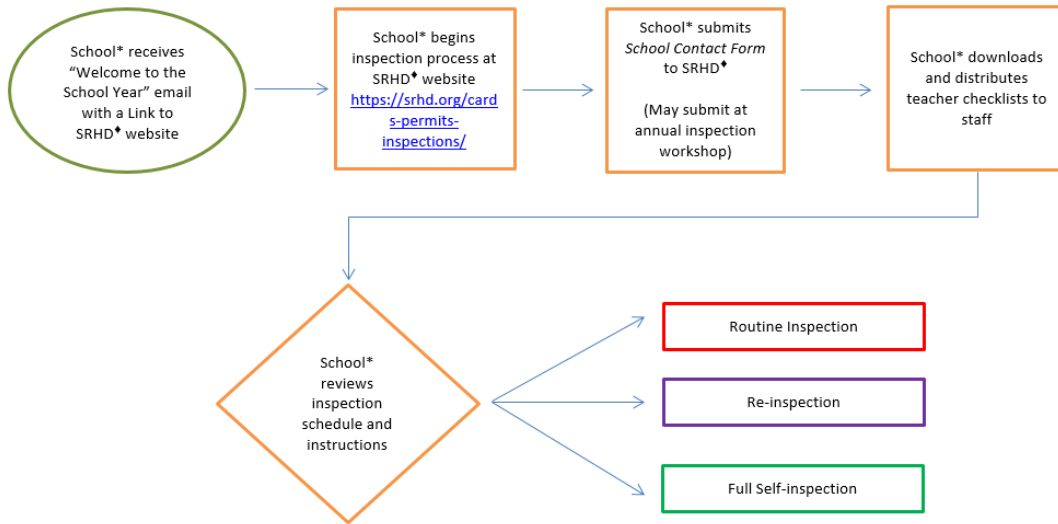
**Year 1 – Targeted** (risk-based) **routine** health and safety inspection is conducted by SRHD

**Year 2 – Re-inspection** (of items noted the prior year) is conducted by school/school district representative

**Year 3 – Full** (comprehensive) **self-inspection** is conducted by school/school district representative

Each year, SRHD initiates the inspection process for all schools by sending a “Welcome to the School Year” email. After receiving the email, each school/district begins their portion of the process (downloading and completing forms, reviewing the inspection schedule, etc.) on the School Health & Safety program’s inspection process web page: <https://srhd.org/cards-permits-inspections/self-inspection-forms/step-1> . See flow chart below (a full-size copy of the flow chart is attached to the end of this document).

### Pre-inspection:



\* The term “school” means all public, private and parochial schools that provide instruction to children in grades K–12.

♦ SRHD = Spokane Regional Health District School Health & Safety program.

• Milk cooler/milk refrigerator temperature must be checked if school serves milk to staff or students. However, milk for school lunch programs will be inspected by the SRHD Food Safety program during the kitchen inspection.

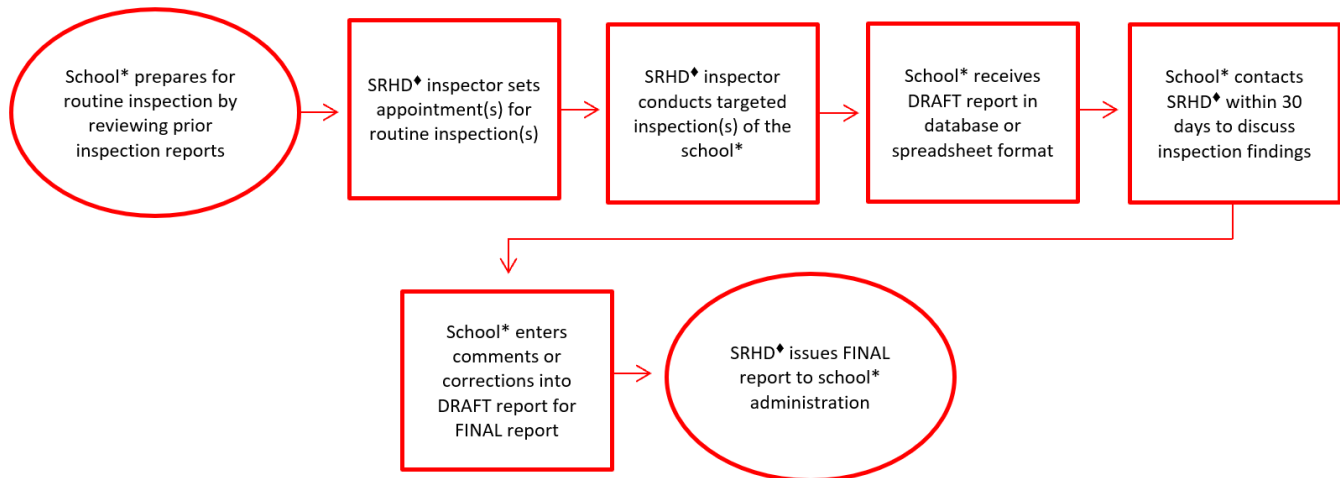
After learning what type of inspection their school is scheduled to receive, schools can continue the inspection process with steps specific to their type of inspection. See instructions below for targeted routine inspections, re-inspections and full self-inspections.

## Routine Inspections

### Process

For schools/school districts receiving a routine inspection, the process is outlined in the following flow chart (a full-size copy of the flow chart is attached to the end of this document).

#### Routine Inspection



#### Routine Inspection Highlights

1. Routine inspections are based on [the Health and Safety Guide for K-12 Schools in Washington, 2<sup>nd</sup> Edition, revised January 2003](#), but the focus is on high-risk priority areas, e.g., playgrounds, shops, science.
  - a. Elementary school inspections focus on the playground area and include one or two classrooms (e.g., those with classroom animals or with advanced art or science).
  - b. Secondary school inspections focus on art rooms, science classrooms, science laboratories, scene shops, and shops/career and technical education.
2. All schools and school districts receive the DRAFT and FINAL inspection reports in a spreadsheet format.

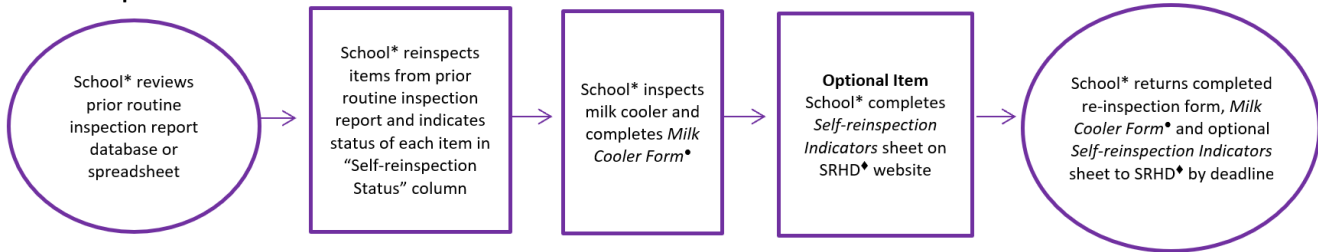
**Note:** Schools and school districts should keep the final routine inspection report for the next school year's re-inspection.

## Re-inspections

### Process

For schools/school districts conducting a re-inspection, the process is outlined in the following flow chart (a full-size copy of the flow chart is attached to the end of this document).

#### Self-reinspection



### Re-inspection Highlights

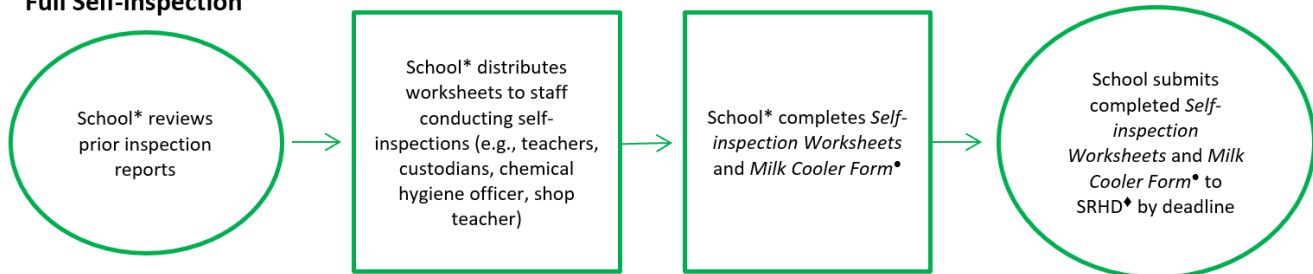
1. All schools and school districts participating in the School Self-Inspection Program conduct their own re-inspection(s).
2. Participating schools re-inspect all the items identified during the targeted routine inspection, which was conducted by SRHD the prior school year.
3. Schools and school districts choosing **not to participate** in the School Self-Inspection Program receive a re-inspection conducted by the SRHD School Health & Safety program and pay the annual service fee **plus** the standard hourly rate for the time spent to conduct the inspection.

## Full Self-inspections

### Process

For schools/school districts conducting a full self-inspection, the process is outlined in the following flow chart (a full-size copy of the flow chart is attached to the end of this document).

#### Full Self-inspection



### Self-inspection Highlights

1. All schools and school districts participating in the School Self-Inspection Program conduct the self-inspection using the streamlined *Self-Inspection Report Form*.
2. All schools and school districts choosing **not to participate** in the School Self-Inspection Program receive a self-inspection conducted by the SRHD School Health & Safety program and pay the annual service fee **plus** the standard hourly rate for SRHD’s time spent conducting the inspection.

## Frequently Asked Questions

### What are the inspection deadlines?

#### **Routine Inspection:**

An SRHD School Health & Safety program inspector will contact the school/school district by **March 1** to arrange the routine inspection/s. Routine inspection correction comments must be submitted to SRHD **within 30 days of receiving the draft report to avoid assessment of additional hourly fees.**

#### **Re-inspection spreadsheet (includes *Milk Cooler* information):**

These must be submitted to the SRHD School Health & Safety program no later than **February 28 to avoid a late fee.**

#### **Self-inspection Worksheet (includes *Milk Cooler* information):**

These must be submitted to the SRHD School Health & Safety program no later than **March 31 to avoid a late fee.**

### What if my materials aren't submitted on time?

If you are having difficulty meeting the above deadlines, contact the School Health & Safety program at 324-1560 ext. 4, before the deadline to discuss the circumstances. **Any contact by SRHD requesting documentation from schools is billed at our standard hourly rate. Materials submitted after the deadline are subject to a late fee.** View the current [SRHD Environmental Public Health fee schedule](#).

### What computer programs do I need in order to participate in the self-inspection program?

Routine and re-inspection reports will be sent to you in an Excel spreadsheet unless otherwise requested.

### What if I can't download the worksheets?

Please contact the School Health & Safety program at 324-1560, ext. 4 or [livingenvironment@srhd.org](mailto:livingenvironment@srhd.org).

### How will I receive information about the School Health & Safety program?

The School Health & Safety program sends correspondence electronically. Most emails will be sent from [livingenvironment@srhd.org](mailto:livingenvironment@srhd.org). Please add this address to your "safe senders" list.

### What is the history of the self-inspection program?

SRHD's self-inspection program was created through collaboration with our School Advisory Committee and was successfully launched in 1999. It has developed better communication and consistency between SRHD and schools, given schools more program ownership with the ability to control costs, and has ultimately created safer, healthier schools. Schools/school districts sign a participation agreement, send a representative to annual training, and complete/return self-inspection forms within prescribed timelines.

Over the past two decades, schools in Spokane County have made great strides in student health and safety. The overall number and severity of hazards decreased due in part to remodeled schools, new playground equipment and the ongoing dedication and hard work of our school partners. This allowed SRHD to transition to a more risk-based, streamlined self-inspection program during the 2013-2014 school year. SRHD inspectors no longer visit every school classroom. Instead, SRHD inspections focus on higher risk areas such as playgrounds, arts and crafts, shops and science labs. School representatives conduct comprehensive inspections during their self-inspections.

The fee structure has also changed. Prior to the 2013-14 school year, schools were assessed fees based on SRHD's standard hourly rate. This created budgeting challenges for everyone. Transitioning to a tiered fee schedule made budgeting easier and added an additional incentive for schools to participate in the program.

**What are the current school fees and when are they due?**

School Health & Safety program fees are based on a tiered fee schedule and must comply with [SRHD’s Board of Health fee policy](#) that requires each program to recover 100% of its total cost through fees. While conducting self-inspections is optional, annual service fees are set based on the premise that all schools will participate. In order to cover program costs and be most equitable, additional fees are charged to schools choosing not to participate in the self-inspection program or that otherwise take excessive Health District time (e.g., reminder calls for late paperwork, etc.)

**Annual school fees are billed to each school district/school in the fall of each year** (this began during the 2021-2022 school year). The due date is posted on the invoice. If there are any additional hourly fees charged during the inspection process (see below), they will be billed after the inspections are completed.

2023-2024 School Year Fees		
Schools and School Districts Participating in the Self-Inspection Program		
Annual Program Fee for Each School  Contact the School Health & Safety program for annual fees specific to K-8, K-12 or alternative schools.	Elementary School 1-99 Students	\$600
	Elementary School ≥ 100 Students	\$850
	Secondary School 1-1000 Students	\$1,250
	Secondary School ≥ 1001 Students (includes STEM & TECH schools)	\$2,350
Standard Hourly Rate*		\$160/hr.
Late Fee		\$110
Annual School Inspection Workshop		FREE
Schools and School Districts NOT Participating in the Self-Inspection Program		
Schools/districts not participating in the Self-Inspection Program will be billed the Annual Program Fees shown above PLUS the standard hourly rate* for each school when the SRHD School Health & Safety program performs the re-inspection or self-inspection.		

\* Extra SRHD time (e.g., reminder calls, etc.) will be charged at the standard hourly rate

**Will I pay the same fee no matter what type of inspection my school receives?**

Yes, if you participate in the self-inspection program and submit your paperwork on time. These charts explain how the fees above will be assessed based on your school’s rotation in the inspection schedule:

**Inspection Schedule and Fees**

**Participating Schools**

(Participating schools conduct re-inspections and self-inspections so only pay flat fees\*.)

	Year 1	Year 2	Year 3
<b>Inspection Cycle</b>	<b>SRHD Targeted Routine Inspection</b>  SRHD inspection will focus on high-risk priority areas, e.g., playgrounds, shops, science	<b>Re-inspection</b>  Participating school will conduct re-inspection of all items identified at targeted routine inspection	<b>Self-inspection</b>  Self-inspection will encompass priority items not inspected during targeted routine and will use simplified worksheets
<b>Fee</b>	<b>Annual program fee*</b>	<b>Annual program fee*</b>	<b>Annual program fee*</b>

\* Extra SRHD time (e.g., reminder calls, etc.) will be charged at the standard hourly rate

### Non-participating Schools

(Non-participating schools pay additional fees because all inspections are conducted by SRHD.)

	Year 1	Year 2	Year 3
<b>Inspection Cycle</b>	<b>SRHD Targeted Routine Inspection</b> SRHD inspection will focus on high-risk priority areas, e.g., playgrounds, shops, science	<b>SRHD Re-inspection</b> SRHD will conduct re-inspection of all items identified at targeted routine inspection	<b>SRHD Self-inspection</b> Self-inspection (conducted by SRHD) will encompass priority items not inspected during targeted routine and will use simplified worksheets
<b>Fee</b>	<b>Annual program fee*</b>	<b>Annual program fee</b> + Additional time billed at standard hourly rate for time spent by SRHD to conduct re-inspection	<b>Annual program fee</b> + Additional time billed at standard hourly rate for time spent by SRHD to conduct self-inspection

\* Extra SRHD time (e.g., reminder calls, etc.) will be charged at the standard hourly rate

### What if I have additional questions?

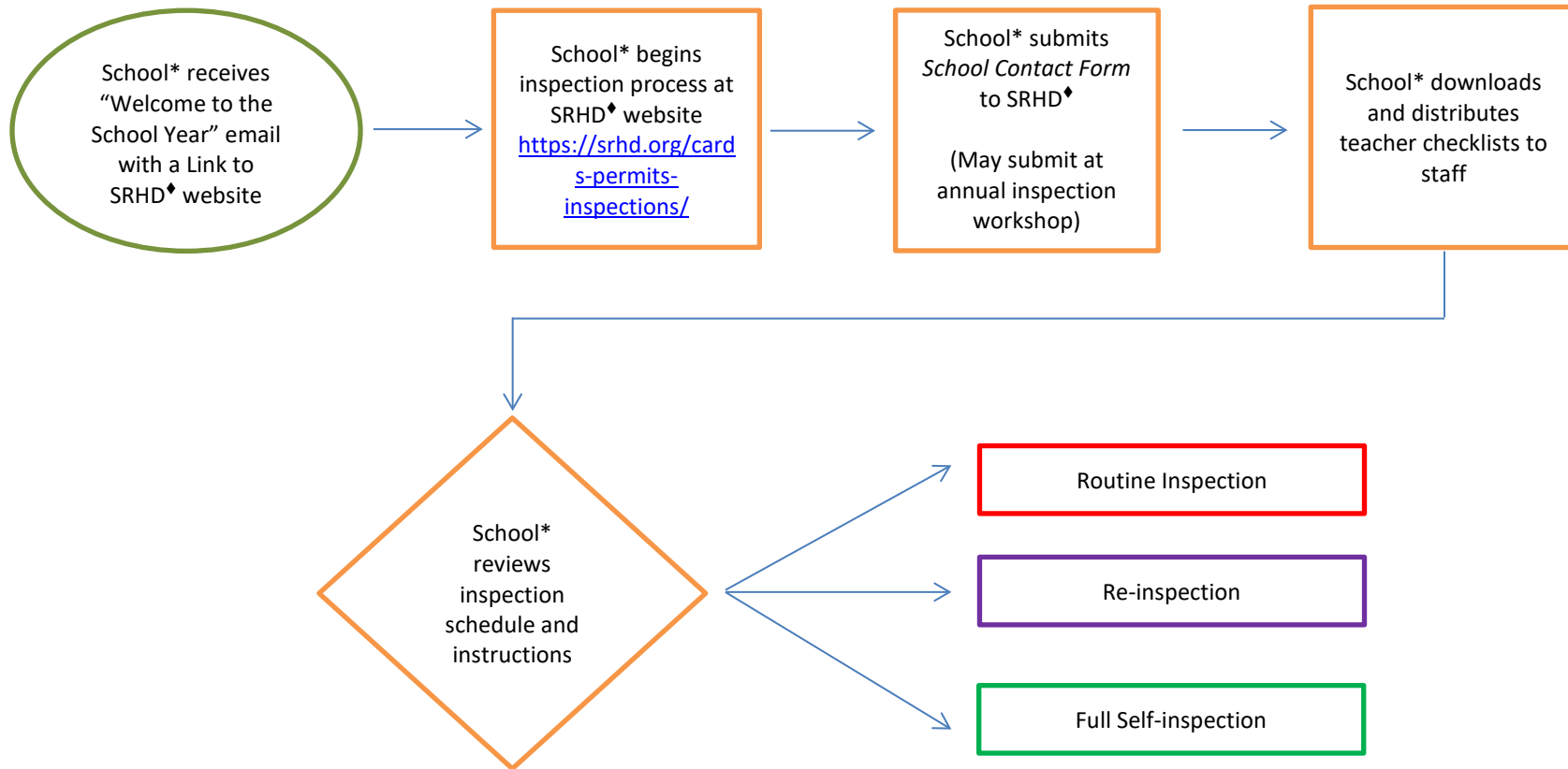
Please refer to the School Health & Safety section of SRHD's website at

<http://www.srhd.org/schoolinspections>, email us at [livingenvironment@srhd.org](mailto:livingenvironment@srhd.org), or call 324-1560, ext. 4.

Spokane Regional Health District assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. To file a complaint or to request more information, reasonable accommodations, or language translations, contact 509.324.1501 or visit [srhd.org](http://srhd.org)



**Pre-Inspection**

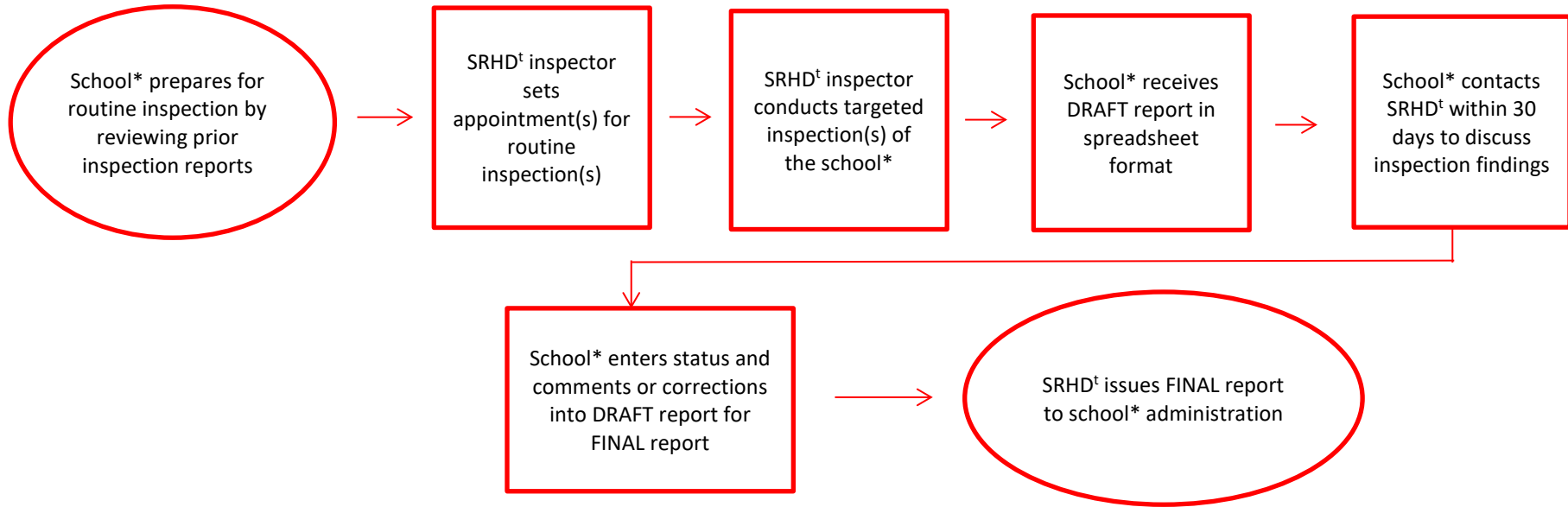


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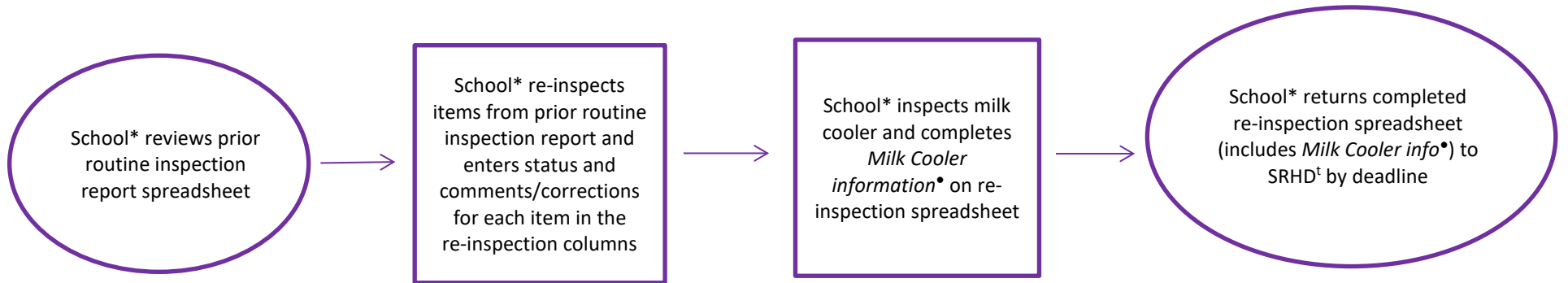
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### Routine Inspection



### Re-inspection



### Full Self-inspection

